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Tom Yale

Financial Management Improvement Award

Chief, Benefits and Services Division,
Office of Personnel
5 E 69, Headquarters

4078

37 August 1976

STATINTL

Mr. [REDACTED]
DDA/Admin
7 D 10, Headquarters

Soon the Agency expects to receive an invitation to submit nominations for the Financial Management Improvement Award. By memo dated 14 May 1976, Mr. Malanick informed us that the DDA Directorate would like to nominate Mr. [REDACTED] of the Office of Data Processing. Mr. Bush subsequently approved the nomination of Mr. [REDACTED] for this award.

It is requested that you arrange to have someone knowledgeable of Mr. [REDACTED] accomplishments prepare the nominating papers. This would include the biographic data sheet, the narrative description and a draft covering letter for the Director's signature. I am attaching an explanatory brochure and a copy of the nomination prepared on Mr. Thomas B. Yale, who was the Agency's nominee in 1975. The persons who will be preparing this nomination may feel free to deal directly with me if you so desire. I would appreciate receiving the final drafts of the nomination by 8 October 1976.

16 STATINTL

[REDACTED]
C/BSD

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OP/BSD/gec (27 Aug 76)

19 Aug

STATINTL

Mr. [REDACTED]

Nominations for this award were due on 14 November last year. The letter of invitation was received in late September.

STATINTL

Our nominee this year is Mr. [REDACTED] of ODP. Should we ask DDA/Admin or ODP/Admin to start preparing his nomination? Deadline will probably be about three months from now.

Gail

DDA/Admin

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